



MEETING NOTICE

TIME: 9:30 A.M.

DATE: December 15, 2010

PLACE: County Board Room, 2nd Floor - County Building

A G E N D A

1. CALL TO ORDER.
2. ROLL CALL.
3. APPROVAL OF MINUTES OF PREVIOUS MEETING.
4. MINUTES OF THE EXECUTIVE POLICY BOARD.
5. REPORT OF OFFICERS.
6. REPORT OF THE EXECUTIVE DIRECTOR.
7. CORRESPONDENCE.
8. PUBLIC HEARINGS.
9. COMMITTEE REPORTS.
10. UNFINISHED BUSINESS.
11. NEW BUSINESS.
12. ADJOURNMENT.

MINUTES OF MEETING
Springfield-Sangamon County Regional Planning Commission
November 17, 2010

1. CALL TO ORDER.

Chairman Larry Hamlin called the meeting to order.

2. ROLL CALL.

Mary Jane Niemann called the roll.

JULY 2010	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2011	FEBRUARY	MARCH	APRIL	MAY	JUNE	COMMISSION MEMBERS
X		X	X	X								Larry Hamlin, Chairman
X	X	X	X	X								Larry Eastep, Vice-Chairman
X	X		X									Eric Hansen, Secretary
	X	X	X	X								Mayor Tim Davlin – <u>M. Farmer</u>
			X	X								Andy Van Meter – <u>B. McFadden</u>
X		X		X								Alderman Sam Cahnman
X		X		X								Alderman Frank Lesko
X	X	X	X									Tim Moore – B. Burnett
X	X	X	X	X								Andy Goleman – <u>C. Stratton</u>
X		X	X									Leslie Sgro – B. Reardon
X	X	X	X	X								Frank Vala – <u>R. Blickensderfer</u>
	X			X								Frank Squires – <u>L. Tisdale</u>
X	X	X	X	X								Dick Ciotti – <u>R. Leinweber</u>
												Bill Looby – D. Smith
X	X	X	X									Kip Kolkmeier
X		X	X	X								Claudio Pecori
	X	X	X	X								Kenneth Springs

Others

John Raynolds

Staff

Molly Berns

Norm Sims

Abby Bybee

Linda Wheeland

Jeff Fulgenzi

Joe Zeibert

Mary Jane Niemann

3. **MINUTES OF MEETING.**

Chairman Hamlin asked if there were any additions or corrections to the minutes of the October 20, 2010 Regional Planning Commission meeting. There were none. The minutes were accepted as mailed.

4. **MINUTES OF THE EXECUTIVE POLICY BOARD.**

Chairman Hamlin said there was a meeting of the Executive Policy Board on October 20, 2010 to address several budget items. (See attached minutes and budget submission).

The first action was the review and approval of the Commission's proposed budget for FY-2011. The Commission's establishing ordinance requires that the Commission's Executive Policy Board review and approve the budget submission each year. That submission was unanimously approved and was subsequently approved by the County Board with only a very minor change.

The second was consideration of the Executive Director's salary adjustment for FY-2011. The Executive Policy Board approved a 2% increase in the Executive Director's salary, which was the same rate of increase approved for all Commission staff and was the same rate as the established average increase in the County's target budget.

Claudio Pecori moved to recommend approval of the minutes of the October 20, 2010 Executive Policy Board meeting. Larry Eastep seconded the motion and the vote was unanimous.

5. **REPORT OF OFFICERS.**

There was no report of officers.

6. **REPORT OF THE EXECUTIVE DIRECTOR.**

(A) **FY 2011 SSRPC Budget** – Sims reiterated that the Commission's establishing ordinance requires that the Commission's Executive Policy Board review and approve the budget submission each year before submittal to the County Board. The FY-2011 SSRPC budget submission was unanimously approved by the Executive Policy Board and was subsequently approved by the County Board with only a very minor change. Sims then briefly outlined the budget submission. (See attached).

(B) **Sustainable Communities Challenge Grant: Clear Lake Project** – Sims reported that grant funding was not awarded for the Clear Lake Redevelopment Project through the Sustainable Communities Challenge Grant as per a proposal submitted in August. He said only one community in Illinois received funding through that grant. He noted that HUD encouraged submitters to applying again and offered debriefing on submittals.

- (C) **Comprehensive Plan Agreement with Curran** - Sims reported that the Planning Commission has entered into an agreement with the Village of Curran for the preparation of a Comprehensive Plan for the Village. Work will commence on this project once work is wrapped up on Williamsville's Comprehensive Plan.
- (D) **Railroad Corridor Study Meeting** – Sims said he hoped everyone attended the public open house held by the Springfield Railroad Corridor Study group on Tuesday, November 16, 2010 at the Prairie Capital Convention Center. Sims said various rail route alternatives were presented. Another public open house will be held next spring.
- (E) **Pedestrian and Bicycle Planning Project** – Sims reported that work continues on the Pedestrian and Bicycle Plan. He noted that public input meetings have been well attended.
- (F) **Rural Area Brochure** – Sims stated that Molly Berns met with the Sangamon County Farm Bureau regarding what to expect when moving into a rural area. An informational brochure will be prepared for distribution.

7. **CORRESPONDENCE.**

There was no correspondence.

8. **PUBLIC HEARING.**

There was no one who wished to address the Commission.

9. **COMMITTEE REPORTS.**

Joe Zeibert presented the following project to be reviewed by the Planning Commission this month via a power point presentation.

**South Grand Pointe – 1st Addition – Redivision of Lot 100
Preliminary Plan**

Description: Pt. W ½, SW ¼, Section 36, T16N, R5W (North side of South Grand Avenue, east of Eastdale Avenue)

LSC Action: Recommend approval of the preliminary plan.

**Salem Estates West
Location & Sketch Map**

Description: Pt. NW ¼, Section 35, T16N, R6W (North side of Old Salem Lane, west of Bradfordton Road)

LSC Action: Kenneth Springs moved to approve the location & sketch map. Steve Stewart seconded the motion and the vote was unanimous.

Mike Farmer moved to concur with the action of the Land Subdivision Committee on the

above listed projects. Claudio Pecori seconded the motion and the vote was unanimous.

10. **UNFINISHED BUSINESS.**

There was no unfinished business.

11. **NEW BUSINESS.**

There was no new business.

12. **ADJOURNMENT.**

There being no further business, the meeting was adjourned.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mary Jane Niemann".

Mary Jane Niemann
Recording Secretary

MINUTES OF MEETING
SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE POLICY BOARD
PLANNING COMMISSION CONFERENCE ROOM
10:00 A.M. – October 20, 2010

Present at the Meeting:

Larry Hamlin, SSCRPC Chairman
Larry Eastep, SSCRPC Vice-Chairman
Eric Hansen, SSCRPC Secretary
Brian McFadden, repr. Andy Van Meter, Chairman, Sangamon County Board
Mike Farmer, repr. Tim Davlin, Mayor, City of Springfield
Gregg Humphrey, repr. Dick Ciotti, Springfield Metro Sanitary District
Claudio Pecori, Past SSCRPC Chairman

Also Attending:

Norm Sims, Executive Director, SSCRPC
Mary Jane Niemann, SSCRPC

Chairman Larry Hamlin called the meeting of the Executive Policy Board to order to consider the SSCRPC's proposed 2011 Budget.

Norm Sims said the Commission operates under the financial policies of the county. As per the Commission's ordinance, the Executive Policy Board must review and approve the budget before it is submitted to the county.

Sims then highlighted the SSCRPC's proposed FY-2011 budget in the amount of \$1,114,613. (See attached).

Claudio Pecori moved to recommend approval of the SSCRPC's proposed 2011 budget. Gregg Humphrey seconded the motion and the vote was unanimous.

Sims reminded the committee that based on previous policy, it should establish the annual pay increase for the Executive Director. The committee further discussed the process for the allocation of annual increases for the other Commission staff and recommended that the 2% increase should be provided to all staff equally. The increases in the proposed budget for existing staff were 2%. The county increase was 2%. Eric Hansen moved to approve a 2% pay increase for Norm Sims. Claudio Pecori seconded the motion and the vote was unanimous.

Respectfully submitted,



E. Norman Sims
Executive Director

Attachments: FY-2011 Budget Submission & Detail

FY2011 BUDGET SUBMISSION & DETAIL FOR THE SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

For the Period
December 1, 2010 – November 30, 2011

As Submitted to
The Planning Commission's Executive Policy Board
October 20, 2010

For Submission to the
Sangamon County Board

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FY11 REGIONAL PLANNING BUDGET HIGHLIGHTS

REVENUES

Revenues anticipated for FY11 are \$1,114,613, compared to \$1,097,361 in the adopted FY10 SSCRPC budget (an increase of 1.6% over the FY10 adopted budget); \$17,252 above the FY10 budget.

- This budget is largely affected by: a reduction of \$49,128 (22.7%) in Fees and Agreements; a \$6,403 increase in transfers from Sangamon County; the conclusion of a number of special projects in FY10 (a \$86,000, 42%, reduction in Grant lines); and the inclusion of \$145,977 in funding from the SSCRPC fund balance arising from additional Illinois Comprehensive Regional Planning Grant (CRPF) funds.
- The budget proposes no increase in the City of Springfield Service Agreement.
- The largest amount of new project revenue comes from Illinois Comprehensive Regional Planning Grant funds (\$145,977) from current and past grants that have carried forward.
- Grants continue to be the major source of SSCRPC revenues; 42% exclusive of CRPF funds and 55% with these funds included.
- Primary funding continues to be provided through SATS associated funding (\$459,612, 41.2%), followed by Sangamon County (\$332,652, 29.8%).

EXPENDITURES

Expenditures anticipated for FY11 are \$1,114,613, compared to \$1,060,552 in the adopted FY10 budget (an increase of 5.1%); \$54,061 above the FY10 adopted budget.

- The only major areas of increase are *Personnel Salary* and *Fringe Benefits* (up 2.9% and 18.8%, respectively).
- *Contract Service/Grants* increases by \$20,500 related to project funding that will flow through the SSCRPC.

CHALLENGES

The major challenge in this fiscal year will be to address planning questions and issues not associated with transportation planning responsibilities.

At the present time, and as shown in Table 2a below, almost 6 FTE of the SSCRPC's full-time staff complement (12 FTE) is funded for transportation related activities. As these funds cannot be used for other general planning activities, this means that one-half of FTE is unavailable to meet other local planning needs. In addition, the Commission is now using fund balance to continue some of this non-transportation planning related work.

Additionally we are finding that we are falling behind current planning practice in the application of new technologies and systems. This simply increases time spent on some tasks and decreases overall efficiency.

STRETCH GOALS

Each year the SSCRPC identifies projects that it wishes to complete without additional resources beyond those in the regular work program.

In FY 2010 the SSCRPC identified two stretch goals. The first was to Review and reorganization of the Commission's research library. We are pleased that we were able to accomplish this stretch goal. The second was to develop an on-line data profile for the planning area: SangStat. This stretch goal was also met.

Three new stretch goals are identified for FY 2011:

1. To develop a beta-test version of an on-line database to provide public access to documents in the SSCRPC's land development review files.
2. To provide on-line access to the zoning map for unincorporated Sangamon County.
3. To produce and make available a citizens guide to development planning and review.

REMAINING UNBUDGETED NEEDS

Major unbudgeted needs remain and may yet be proposed to be funded out of fund balance or new project revenues later in the fiscal year. Two significant projects are contemplated.

- Development of a project tracking system and document database for both land subdivision and zoning, based on St. Georges Co., MD, system. County information technology staff conducted some early assessment for this project in FY09, but the project was not begun.
- To complete the work on the Sangamon Regional Comprehensive Plan. This project was put on hold due to a state reduction in CRPF funding. We hope to again begin work on this effort during the fiscal year using new and carry-forward funds, but this may require the project to be broken into several pieces.

I. REVENUE

ANTICIPATED RECEIPTS

Springfield-Sangamon County Regional Planning Commission
December 1, 2010 – November 30, 2011

Table 1: Comparison by Revenue Type (FY10 Adopted & FY11 Proposed)

Revenue Type	Source	Amount FY10 (Adopted)	Amount FY11 (Proposed)	Difference		% of Receipts
				#	%	
Fees & Agreements		\$216,500	\$167,372	-\$49,128	-22.7%	15.0%
	City of Springfield Service Agreement	\$159,000	\$159,000	\$0		
	SMTD Marketing Agreement	\$25,000	\$8,372	-\$16,628		
	Village of Williamsville Service Agreement	\$12,000	\$0	-\$12,000		
	Springfield Park District Service Agreement	\$1,500	\$0	-\$1,500		
	Economic Development (East Side Plan Update)	\$7,000	\$0	-\$7,000		
	Economic Development (Downtown Spfld)	\$12,000	\$0	-\$12,000		
Transfers		\$326,249	\$332,652	\$6,403	2.0%	29.8%
	Sangamon County Fund Transfer	\$326,249	\$332,652	\$6,403		
Grants		\$554,612	\$468,612	-\$86,000	-15.5%	42.0%
	SATS PL-Federal	\$288,205	\$288,205	\$0		
	SATS PL-Match	\$72,051	\$72,051	\$0		
	SATS FTA-Federal	\$79,485	\$79,485	\$0		
	SATS FTA-Match/SMTD	\$19,871	\$19,871	\$0		
	MacArthur Study – HUD	\$95,000	\$0	-\$95,000		
	Energy Grant - ILARC/DCEO	\$0	\$9,000	\$9,000		
Misc. Rec.		\$0	\$145,977	\$145,977		13.1%
	Fund Balance	\$0	\$145,977	\$145,977		
TOTALS		\$1,097,361	\$1,114,613	\$17,252	1.6%	

Table 2: By Source & Purpose (FY11 Proposed)

Source	Subject Item	Item Amount	Total FY11 Proposed	% by Source
Sangamon County			\$332,652	29.8%
	General Planning Services	\$200,378		
	Cost Allocation Support (Overhead related costs) <i>(This amount is \$59,569 lower than the "Transfer Out" figure included in Table 3 as this difference is covered by indirect cost allocation.)</i>	\$96,590		
	Zoning Office Mgt/Fisc.	\$25,385		
	Co. Historic Preservation Commission	\$6,699		
	VSP - Health	\$3,600		
City of Springfield			\$159,000	14.3%
	Planning Service Agreement	\$159,000		
SATS (PL, FTA & Match)			\$459,612	41.2%
	Mass Transit Planning	\$99,356		
	Street & Highway	\$360,256		
Other Municipalities, Special Districts & Agencies			\$17,372	1.6%
	SMTD	\$8,372		
	ILARC/DCEO	\$9,000		
Fees & Contingency			\$145,977	13.1%
TOTAL			\$1,114,613	

Table 2a: Transportation PY 2011 Projected Direct Salaries (as of 09/22/10)

EMPLOYEE	% of Time Billed to Transportation	Program Area
Benson, C.	100%	Transportation
Berns, M.	4%	Land & Environment
Bybee, A.	0%	Land & Environment
Fulgenzi, J.	47%	Comp. & Strategic
Keenan, S.	32%	Development
Lewis, J.	21%	Admin. Support
Niemann, M.J.	13%	Admin. Support
Phillips, K.	100%	Transportation
Schultz, D.	100%	Transportation
Sims, N.	37%	Admin. Support
Wheeland, L.	94%	Transportation
Zeibert, J.	47%	Development
Intern	100%	Transportation

II. EXPENSE

Table 3: ANTICIPATED DISBURSEMENTS BY LINE AGAINST MARK

Subject Line	Item	Item Amount	TOTAL	Difference From Mark	% All Expenditures
Personnel			\$810,999	\$0	72.8%
	Annual Salaries (12 existing employees)	\$573,625		\$0	
	Extra Hire	\$0		\$0	
	Fringe Benefits	\$231,922		\$0	
	County Historic Preservation Commission	\$5,452		\$0	
Commodities			\$4,800	\$715	0.4%
	Office Supplies (Misc)	\$2,300		\$115	
	Office Supplies (Toner, Ink Cartridges)	\$2,500		\$600	
Contract Serv.			\$137,655	\$24,984	12.4%
	Printing	\$250		\$12	
	Exempt Printing	\$500		-\$450	
	Meeting Expense (& Dues)	\$8,000		\$400	
	Travel	\$2,000		-\$1,325	
	Subscriptions	-0-		\$0	
	Equipment Maintenance	\$4,000		\$1,055	
	Publications	\$3,000		\$1,100	
	Building Rental (Rent in the amount of \$59,569 included in Allocation Cost Transfer Out)	\$0		\$0	
	Postage	\$4,500		-\$13	
	Contractual Services (audit, scanning, floodplain review)	\$14,905		-\$295	
	Contr Svc/Grant (intern, bike cnslt, rr sim model, Chamber eastside project \$20,000 from Reg Comp Plng funds, Reg Comp Plng cnslt \$50,000)	\$100,500		\$24,500	
Cap. Outlay			\$5,000	-\$4,025	0.4%
	New Equipment	\$4,200		-\$4,350	
	New Equip. < \$500	\$800		\$325	
Allocation Cost Transfer Out			\$156,159	\$0	14.0%
TOTAL			\$1,114,613	\$21,674	
ANTICIPATED REVENUE	\$1,114,613				
ANTICIPATED DISBURSEMENTS	\$1,114,613				

BUDGET COMPARISON

Table 4: 2010 vs. 2011 BUDGET LISTING – EXPENDITURES BY LINE

Account	Expend Item	2010 Adopted Budget	2011 Proposed Budget	Difference from 2010 Budget	% Change
EX05-300.000	Personnel	\$557,329	\$573,625	\$16,296	2.9%
EX05-301.000	Benefit Exempt Personnel	\$0	\$0	\$0	---
EX05-302.000	Board/Com.	\$6,000	\$5,452	-\$548	-9.1%
304.000	Overtime	\$0	\$0	\$0	---
EX06 Fringe	Total Fringe	\$195,255	\$231,922	\$36,667	18.8%
EX10-401.000	Office Supplies - Misc.	\$2,300	\$2,300	\$0	0.0%
EX10-401.000	Office Supplies – Toner, Ink Cartridges	\$2,000	\$2,500	\$500	25.0%
EX15-501.000	Printing	\$250	\$250	\$0	0.0%
EX15-501.100	Exempt Printing	\$1,000	\$500	-\$500	-50.0%
EX15-502.000	Meeting Expense	\$8,000	\$8,000	\$0	0.0%
EX15-509.000	Travel	\$3,500	\$2,000	-\$1,500	-42.9%
EX15-512.000	Subscriptions	\$0	\$0	\$0	---
EX15-513.000	Equip Maint	\$3,100	\$4,000	\$900	29.0%
EX15-518.000	Publications	\$2,000	\$3,000	\$1,000	50.0%
EX15-520.000	Postage	\$4,750	\$4,500	-\$250	-5.3%
EX15-540.000	Bldg. Rent.	\$0	\$0	\$0	---
EX15-541.000	Contract Serv	\$16,000	\$14,905	-\$1,095	-6.8%
EX15-541.001	Contract Serv/Grant	\$80,000	\$100,500	\$20,500	25.6%
EX20-601.000	New Equip>\$500	\$9,000	\$4,200	-\$4,800	-53.3%
EX20-601.500	New Equip <\$500	\$500	\$800	\$300	60.0%
EX27-666.000	Cost Alloc. Transfer Out	\$169,568	\$156,159	-\$13,409	-7.9%
Total		\$1,060,552	\$1,114,613	\$54,061	5.1%

ADDITIONAL REVENUE
(Going Directly to County General Fund)

	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 11 Target
Plat Fees	\$8,350	\$6,300	\$7,050	\$8,350	\$7,933
General Fees (Flood & Road Name)	\$400	\$200	\$100	\$300	\$285
Rent	\$45,600	\$0	\$0	\$0	\$0
TOTAL	\$54,350	\$6,500	\$7,150	\$8,650	\$8,218

FISCAL YEAR BUDGETS

2010													2011													2012												
J	F	M	A	M	J	J	A	S	O	N	D		J	F	M	A	M	J	J	A	S	O	N	D		J	F	M	A	M	J	J	A	S	O	N	D	
													SANGAMON COUNTY FY 2011																									
SPRINGFIELD 2010													SPRINGFIELD 2011																									
													ILLINOIS 2010													ILLINOIS 2011												
													FEDERAL 2010													FEDERAL 2011												
OTHER LOCAL, STATE OR FEDERAL PROJECTS																																						
													SSCRPC																									

PROPOSED PROGRAM & STAFF STRUCTURE FY 2011

